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ABSTRACT

This guide contains a series of multiple-choice items and guidelines to assist instructors in composing criterion-referenced tests for use in the food production worker component of Oklahoma's Dietetic Support Personnel training program. Test items addressing each of the following occupational duty areas are provided: human relations; hygiene and safety; nutrition; diet therapy; food reception, handling, and storage; food production equipment; food production and service; equipment care and washing; and housekeeping and pest control. Guidelines for constructing and updating tests and for reporting test results are also provided.

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DIETETIC SUPPORT PERSONNEL ACHIEVEMENT TEST

FOOD PRODUCTION WORKER



State Department of
Vocational and Technical Education

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DIETETIC SUPPORT PERSONNEL

ACHIEVEMENT TEST

FOOD PRODUCTION WORKER

Evaluation and Testing Unit
Oklahoma State Department of Vocational & Technical Education
1500 West Seventh Avenue, Stillwater, Oklahoma 74074

November, 1985

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INTRODUCTION

The Dietetic Support Personnel Advisory Committee and its State Supervisor asked the Testing Unit of the State Department of Vocational and Technical Education to produce three competency achievement tests for their program. The unit hired a Registered Dietetician and Ph.D. to write the initial test items. The items were edited by members of the Dietetic Support Personnel Advisory Committee and a sample test drawn from these items was subjected to rigorous statistical analyses. One analysis showed that the sample test was highly reliable in the classroom and on the job. Another revealed that the test had an acceptable degree of predictive validity, which is to say that test scores predicted workers' on-the-job performance ratings.

The test items in this booklet passed a very important practical test as well. Instructors in the Dietetic Support Personnel Training Program have successfully employed these test items in the classroom over the last year, and a number of short term adult training administrators have used them for the Dietetic Support Personnel Program's challenge exams. As a result, we feel confident that the test booklet will meet the needs of the Dietetic Support Personnel Programs students, instructors and short term adult training administrators.

CONSTRUCTING TESTS

Please use the following guide when you build Food Production Worker tests from the test items in this booklet.

- A. Identify the purpose of your test and list the duty areas you want it to cover.

Instructors who wish to pre-test their in-coming students will want to draw test items from every duty area identified in the Food Production Worker curriculum and in this booklet. The same is true of instructors who wish to post-test students at the end of a course and of short term adult training administrators who need to construct challenge exams for advanced students.

Others may wish to test their students over a single unit or a group of units of instruction. They will want to draw their test items from a single duty area or from a small group of duty areas. In both cases, you must identify the purpose of your test to know what duty areas you want it to cover, and you must know what duty areas you want to cover before you can select the test items themselves.

- B. Determine the length of your test and the amount of time you want it to take.

The Food Production Worker pre-tests, post-tests, and challenge exams have consisted of 150 test items and have taken examinees one to three hours to complete. Although this may seem rather long for a test, the Dietetic Support Personnel Advisory Committee and its State Supervisor feel that pre-tests, post-tests and challenge examinations are important components of the program and require thorough assessment. As a result, they continue to support both the 150 item test length and the extended time such tests may require of some students.

There is no reason that shorter tests cannot be built however. An instructor wishing to prepare students for a post-test may wish to draw a 100-item test or even a 50-item test for them. These shorter tests can also be used to re-familiarize adult students with the feeling of taking a test, as well as to acquaint them with the style of the Dietetic Support Personnel Program's multiple choice tests.

- C. Select test items from each of the duty areas on your test. You need to know two more things before you actually begin to select the test items for your test:

1. the numbers of items to be used in each duty area, and
2. the method you will use to choose those items from the test booklet.

1. The number of items in each duty

The Dietetic Support Personnel Advisory Committee and its State Supervisor approved the duty/task analysis that structures the Food Production Worker curriculum and this test. It suggests that major tests (pre-tests, post-tests and challenge exams) contain the following distribution of items:

Figure 1

1. Duty Area	2. % of Items on Test	3. Total Number Of Items
Human Relations & Communications	11%	17
Hygiene and Safety	7%	11
Nutrition	5%	8
Diet Therapy	4%	6
Food Reception, Handling & Storage	8%	12
Food Production Equipment	23%	35
Food Production & Service	32%	48
Warewashing	5%	8
Housekeeping and Pest Control	5%	8
Total	100%	153 items

As you can see, the percentages in column number 2 control the number of items to be drawn from each duty area. The numbers in column number 3, then, show the total number of items to be used in each duty area of a major exam (a 153 item test in this case). But you may also use the percentages shown in column 2 to decide the number of items that should be drawn from each duty for a 50-item, a 75-item, or a 100-item test. Of course, if you are only testing a class or a student over the information in a single duty area, or in a small group of duty areas, you may choose any number of items.

2. methods for selecting items

One of the problems associated with conventional standardized tests is that successive test takers or successive classes may familiarize themselves with the test ahead of time and bias the test's results. The easiest way to overcome this problem, and the method we have chosen, is to produce a test battery from which many tests can be drawn.

After you have decided how many items to draw from a duty area, turn to that part of the test booklet to select the number of items that you need. You may select test items by using either a random selection method or a systematic selection method.

a. Random selection methods are relatively easy to use and offer you the possibility of generating an extremely large number of different tests from the items in this booklet. You must label each of the items in a duty area, place those labels in a container of some sort, and then draw the number of labels that you need from the container. You may also use a random number table to do this if you have one available. The labeled items you choose are, then, your test items for that duty.

b. Systematic selection methods are rather easier to use than the random selection methods. If you select every other item in a duty area, starting with item number 1, you will produce one test. If you select every second item starting from item number 2, you will produce another test. If you select every third item starting from either item number 1 or item number 2, you will produce a third test. You can produce as many other tests as you need by choosing other selection intervals (every fifth, seventh, ninth or eleventh item for example) and by choosing other starting points. All that you need to do is to continue cycling through the items until you have as many as you need.

Take a moment to think about the way you will select and use these test items, because we recommend that you construct as many different tests as you need to assure yourself and your students of test variety and test security.

REPORTING TEST RESULTS

The Dietetic Support Personnel Advisory Committee and its State Supervisor recommend that Oklahoma's instructors and short term adult training administrators standardize the ways in which they report test results. Although they have not agreed upon a standard report form, one short term adult training administrator has developed a simple form that you may be able to adapt to your local needs (see figure number 2.)

Figure 2

<u>REPORT FORM</u>			
Name: _____			
Course: <u>Food Production Worker</u>			
1. Section and Number of Test Items	2. Raw Score	3. % Correct	4. Recommended Passing Score 85%
Human Relations and Communications Questions (17)			85
Hygiene and Safety Questions (11)			85
Nutrition Questions (8)			85
Diet Therapy Questions (6)			85
Receiving, Handling, & Storage Questions (12)			85
Equipment Questions (35)			85
Food Production and Service Questions (48)			85
Warewashing Questions (8)			85
Housekeeping and Pest Control Questions (8)			85
Overall Score 153			85%

The left hand column of the test report form lists both the sections of the Food Production Worker test and the number of items found in each. The second column contains places for the student's raw scores and the third column has spaces for the percentage correct. The most important column, however, may be column four. That column contains the Dietetic Support Personnel Committee's, and the State Supervisor's, recommended passing scores. This is the same score that a student in the Food Production Worker class is expected to attain to advance into the Food Service Supervisor class.

As you can imagine, this form may be used in a number of different ways. The short term adult training administrator who devised it distributes it to those who take the challenge exam as well as to their employers (after receiving the student's signed permission, of course). He also explains the Dietetic Support Personnel program's recommended scores to them in writing. In those cases where a test taker 'passes' the challenge exam but misses the standard on a duty or two, he allows the test taker to enroll in those components of the Food Production Worker course. If the student only needs remedial work on Nutrition, for example, the student is asked to buy the curriculum, to attend and to successfully complete that portion of the Food Production Worker course before entering the Food Service Supervisor course. The administrator also pro-rates the class fee according to the length of time the student will attend.

There are other ways for instructors and administrators to use the test report forms, but we are unfamiliar with them at this time. We suggest that you collect your experiences with them, write them down, and forward them to the members of the Dietetic Support Personnel Advisory Committee. With your help, they may be able to reach a simple policy decision on this matter.

FOOD PRODUCTION WORKER

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A. HUMAN RELATIONS AND COMMUNICATIONS

1. What is a good rule to follow when working with other members of the dietary department:
 - a. always argue
 - b. always correct your mistakes
 - c. never admit your mistakes
 - d. always tell them how they should do their work
2. For smooth human relations in the dietary department, food production workers should:
 - a. admit when they have made a mistake
 - b. feel bad about correcting their mistakes
 - c. feel intimidated by more experienced workers
 - d. listen to gossip whenever possible
3. Which of the following IS NOT an on-the-job responsibility of food production workers:
 - a. following the policies and procedures of the facility
 - b. following the facility's code of ethics
 - c. having a negative attitude about the facility
 - d. using sanitary work habits
4. What is a poor habit for a food production worker:
 - a. being argumentative
 - b. being cooperative with co-workers
 - c. having a neat appearance
 - d. showing initiative
5. After the successful completion of an ADA approved program that includes 90 hours of classroom work and 150 hours of clinical experience, what can a worker be called:
 - a. a certified dietitian
 - b. a dietary manager
 - c. a dietetic technician
 - d. a dietitian
6. What is one of a food production worker's job-related responsibilities:
 - a. accept gifts from food vendors
 - b. give adequate notice when resigning
 - c. ignore the policies and procedures of the facility
 - d. report to work 15 minutes early each day

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7. Imagine that the food service supervisor started using a cleaning schedule on which she assigned daily and weekly cleaning tasks to each employee and that each employee is to initial the schedule when her task is complete. What should you do if you are scheduled to clean the oven this week:
- a. clean the oven and tell the supervisor when you are finished
 - b. clean the oven and initial the cleaning schedule
 - c. initial the schedule and then clean the oven sometime later in the week
 - d. initial the schedule but not clean the oven
8. What is the professional society for dietary managers and dietetic technicians called:
- a. ADA
 - b. DMA
 - c. FDA
 - d. NSF
9. What can you do to improve your listening habits:
- a. listen only to familiar ideas
 - b. never question the speaker
 - c. speak each time the speaker pauses
 - d. summarize what you think has been said
10. Imagine that it is Friday, and your food service supervisor has asked you to clean the refrigerator on Monday. What should you do if you know she is leaving for a week's vacation:
- a. assign the work to another employee
 - b. clean the refrigerator on Friday since the supervisor has asked
 - c. clean the refrigerator on Monday
 - d. explain that you will be too busy to clean the refrigerator
11. What can you do to improve the clarity of your on-the-job communications:
- a. talk rapidly
 - b. use proper grammar
 - c. use slang
 - d. use trite sayings

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- d 12. Which of the following DOES NOT produce confused on-the-job communications:
- a. distractions
 - b. emotional blocks
 - c. pretending
 - d. understanding others ideas
- c 13. What should a good food production worker make sure to observe when working with patients:
- a. their courtesy
 - b. their friendliness
 - c. their food preferences
 - d. their respectfulness
- d 14. When do on-the-job communications become unclear and confused:
- a. when workers avoid using the same phrases several times
 - b. when workers pronounce words distinctly
 - c. when workers use proper English
 - d. when workers use slang
- d 15. What should a food production worker AVOID when writing messages:
- a. signing one's name
 - b. using careful wording
 - c. using short sentences
 - d. using unfamiliar words
- b 16. How can you have more positive interactions with patients:
- a. by avoiding their complaints about the food
 - b. by being pleasant
 - c. by disregarding their food preferences
 - d. by telling them what to eat
- c 17. How should trays be identified when they leave the kitchen:
- a. in alphabetical order
 - b. in numerical order by the patient's room number
 - c. with a tray card containing patient name and room number
 - d. with the patient's room number

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18. What should a food production worker do to insure that messages can be traced back to their source:
- a
- a. sign the message
 - b. use long sentences
 - c. use slang words
 - d. use unfamiliar words
19. Which of the following words that have been chosen from a dietary manager's technical vocabulary is misspelled:
- b
- a. cholesterol
 - b. dibetic
 - c. dietetic
 - d. potassium
20. What should you do when labeling a leftover for freezer storage:
- a
- a. include the full name of the product and the date
 - b. include the name of the cook
 - c. use abbreviations whenever possible
 - d. write a room number on the container
21. When can the telephone in the dietary department be used for personal reasons:
- b
- a. during slack times as needed
 - b. only in emergencies
 - c. only when the supervisor is gone
 - d. whenever needed
22. Which of the following written messages is grammatically INCORRECT:
- c
- a. I used the last can of frozen concentrate so you will need to order more.
 - b. We are out of orange juice. Please add it to your next order.
 - c. We don't got no sliced peaches, so please put them on your next order.
 - d. We don't have any sliced peaches so please put them on your next order.
23. What is the MOST IMPORTANT reason for using teamwork in a health care facility:
- b
- a. to make the administrator happy
 - b. to provide the best possible patient care
 - c. to satisfy employers
 - d. to save money

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24. What procedure should you follow when using the dietary department telephone:
- b
 - a. always answer after four rings
 - b. always identify yourself
 - c. always speak loudly
 - d. always speak rapidly
25. What may DISCOURAGE good working relations with other departments in a health care facility:
- b
 - a. having a good attitude
 - b. letting people know when you are angry
 - c. practicing self-discipline
 - d. recognizing the importance of other departments
26. What term best describes teamwork:
- b
 - a. attitude
 - b. cooperation
 - c. courtesy
 - d. human relations
27. When checking in the weekly food delivery, you discover that one package of bulk hamburger is labeled 20 lbs., but only weighs 18 lbs. When you mention this to the delivery person he says that it is "no big deal" and that you should forget it. What is the most appropriate action for you to take:
- a
 - a. correct the invoice, then sign it
 - b. request another item be included at no charge
 - c. sign the invoice and report the incident to your supervisor
 - d. sign the invoice as it is
28. What is the most effective method to use when working with personnel in other departments:
- b
 - a. always demand your way
 - b. cooperate with others
 - c. try to "run the show"
 - d. yell at them when they do something wrong
29. If a new worker in the dietary department asks you how to set up a tray properly and you are not sure, where should you refer her:
- c
 - a. to another employee
 - b. to the nursing supervisor
 - c. to the policy and procedure manual
 - d. to the production sheet

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30. Imagine that a food salesman from a local food distributor stops by to see your supervisor, who is on vacation, and that he offers you an expensive gift to encourage your supervisor to buy food and supplies from him. How should you respond:
- a. accept the gift and encourage the supervisor to buy from him
 - b. accept the gift but give it to your supervisor
 - c. accept the gift but not encourage the supervisor to use his products
 - d. refuse to accept the gift
31. Which of the following decision-making procedures is NOT important when a food production worker assigns jobs to food service workers:
- a. ask the employees what they want to do
 - b. consider the time required to do a job
 - c. determine what work needs to be done
 - d. match the job with the skills of the employee
32. How should you respond when the Title 19 inspector asks you what time meals are served and wants verification of those times:
- a. refer them to the nursing home administrator
 - b. tell the time and then show the meal service policy printed in the policy and procedures manual
 - c. tell them that the meal times are posted on the bulletin board
 - d. tell them the meal service time
33. How should you give instructions to a food service worker:
- a. give instructions as necessary
 - b. give extremely detailed instructions for every task
 - c. give instructions indecisively
 - d. give instructions using a forceful voice

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34. There are several steps you must take when assigning tasks to food service workers and some of these include:

1. Matching the required skills to your employees
2. Determining the work to be done
3. Evaluating the skills required by the work
4. Determining what employees are available

What is the order in which these steps should be taken?

- b
- a. 1,2,3,4
 - b. 2,4,3,1
 - c. 3,4,1,2
 - d. 4,1,2,3

35. How should a supervisor give directions to a food service worker:

- a
- a. clearly and thoroughly
 - b. in a contradictory way
 - c. inconsistently
 - d. indecisively

36. What is a common mistake that food production staff make when supervising other employees:

- a
- a. being inconsistent
 - b. criticizing the work rather than the worker
 - c. giving credit where credit is due
 - d. praising employees

37. What is a professional quality exhibited by good food production workers:

- a
- a. ambition
 - b. conceit
 - c. disrespect
 - d. jealousy

38. Which of the following documents or forms is NOT used to describe employee work activities:

- c
- a. a food production sheet
 - b. a job description
 - c. a purchase order
 - d. a work schedule

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B. HYGIENE AND SAFETY

39. What is a sanitary practice that you must follow when working in a food service operation:
- a. leave a comb in your hair while at work
 - b. scratching your head carefully in the food service unit
 - c. smoke cigarettes in the food preparation area
 - d. wear a hair restraint at all times
40. What kind of fingernail care IS NOT recommended for food production workers:
- a. cleaning one's nails before work
 - b. filing one's nails before work
 - c. polishing one's nails before work
 - d. trimming one's nails before work
41. Who or what are most likely to spread bacteria in food service operations:
- a. employees
 - b. insects
 - c. rodents
 - d. serving equipment
42. What should food production workers do before handling clean dishes:
- a. inspect their hands to be sure they are clean
 - b. rinse their hands in warm water
 - c. wash their hands and dry them on a cloth towel
 - d. wash their hands with soap and water and immerse them in a sanitizing agent
43. What should you do if you have a body infection such as a cold, a sore throat or diarrhea:
- a. call in sick
 - b. go to a doctor
 - c. ignore it
 - d. report it to your supervisor
44. What should you do if you have a skin infection such as a cut, sore, or boil:
- a. call in sick
 - b. ignore it
 - c. report it to your supervisor
 - d. treat it with medication immediately

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45. How should a faucet be turned off after you wash your hands on the job:
- a. with a cloth towel
 - b. with a dish towel
 - c. with a hand
 - d. with a paper towel
46. After you wash your hands on the job, how should they be dried:
- a. air dried (not by machine)
 - b. dried with a disposable paper towel
 - c. dried with a cloth towel
 - d. dried with a dish towel
47. Food production workers must handle plates, glasses and silverware in a sanitary fashion. Which of the following is an UNSANITARY practice:
- a. grasping a fork at the tine end
 - b. grasping a fork by the handle
 - c. grasping a glass by its base
 - d. grasping a plate by its rim
48. How should you handle dishes when setting a table or tray:
- a. hold a cup at the rim
 - b. hold a fork at the tine (eating) end
 - c. hold a glass at the base
 - d. hold a plate by grabbing it toward the inside
49. How may a food production worker prevent cuts in the kitchen:
- a. by discarding chipped china and glassware
 - b. by leaving lids partially attached to tin cans
 - c. by picking up broken china with one's bare hands
 - d. by placing knives in the dishwasher
50. What kind of floor care will help prevent workers from falling in the food service unit:
- a. keeping the floor wet or damp at all times
 - b. leaving broken floor tiles unrepaired
 - c. mopping-up spills from the floor once a day
 - d. wiping-up spills from the floor immediately

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51. How are on-the-job muscle strains usually caused:
- a. by getting help when one lifts heavy objects
 - b. by using a step ladder to reach objects in high places
 - c. by using carts or dollies to move heavy objects
 - d. by using one's back muscles to lift heavy objects
52. How should knives be handled to prevent injuries:
- a. they should be placed in a sink of water
 - b. they should be stored loose in a drawer
 - c. they should be stored on magnetic racks
 - d. they should be used for opening cans
53. What is a safety practice that can prevent fires:
- a. avoid cooking under a ventilation hood
 - b. clean a range monthly to prevent grease buildup
 - c. only run the exhaust fans only after cooking is completed
 - d. wash the exhaust filters as often as necessary to prevent grease buildup
54. What poor safety procedure may cause a food production worker to receive an electrical shock:
- a. cleaning or repairing an appliance while it is plugged in
 - b. touching an electrical appliance after drying one's hands
 - c. using a grounded appliance
 - d. unplugging appliances before cleaning them
55. What can be used to extinguish a "Class A" fire:
- a. bicarbonate of soda
 - b. carbon dioxide
 - c. dry chemical extinguishers
 - d. water
56. How should a person lift a heavy box to AVOID muscle strain:
- a. by bending over at the waist to grasp it
 - b. by squatting down with your knees bent
 - c. by using your arm muscles to lift it
 - d. by using your back muscles to lift it
57. What are the three classes of fire:
- a. A, B, C
 - b. A, D, K
 - c. C, D, E
 - d. F, D, C

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58. How do food service employees sometimes cause fires:
- a. by keeping their appliances free of grease
 - b. by keeping oily rags in closed metal containers
 - c. by smoking in no smoking areas
 - d. by ventilating gas ovens properly
59. How can fires be prevented in the food service unit:
- a. by allowing greasy rags to lie around the kitchen
 - b. by allowing trash to accumulate in the storeroom
 - c. by keeping appliances free of grease
 - d. by smoking in the kitchen and storeroom
60. What is the WRONG method to use when trying to put out a grease fire:
- a. smother it with a tight fitting lid
 - b. cover it with bicarbonate of soda
 - c. cover it with salt
 - d. cover it with water

C. NUTRITION

61. Which vitamin is contained in liver, deep green vegetables, and egg yolk:
- a. A
 - b. C
 - c. E
 - d. K
62. Which vitamin is contained in citrus fruits, tomatoes, and cabbage:
- a. A
 - b. C
 - c. D
 - d. E
63. What food is a good source of iron:
- a. bread
 - b. cheese
 - c. liver
 - d. milk

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64. Leafy greens such as collards, mustard, and turnip greens are good sources of:

- a
- a. calcium
 - b. iodine
 - c. iron
 - d. phosphorous

65. What is the first step you would take to determine a patient's food preferences:

- b
- a. ask his/her friends
 - b. interview the patient
 - c. observe his/her plate waste
 - d. talk to the patient's family

66. What is the most important reason to find a patient's food preferences when you are using a non-selective menu in your health care facility:

- b
- a. you must assess the cost of the patient's diet
 - b. you must assess the nutritional quality of the patient's diet
 - c. you must assess the preparation time of the patient's meals
 - d. you must assess the dietary department's purchasing decisions

67. Refer to the following menu to answer this question.

Breakfast

pancakes/syrup
milk

Lunch

hamburger
french fries
hot cherry turnover
cola soft drink

Dinner

roast beef
potatoes/gravy
carrot coins
hot roll/margarine
plums/cookies
iced tea

A.M. Snack

candy bar

P.M. Snack

fresh orange

P.M. Snack

potato chips

What nutrient is missing from this menu:

- a
- a. calcium
 - b. protein
 - c. vitamin A
 - d. vitamin C

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68. Refer to the following menu to answer this question. Mrs. Thomas, who is 47 years old, ate the following food in one day.

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
corn flakes milk toast - jelly coffee	roast beef potatoes - gravy carrot coins chocolate cake milk	ham sandwich bean salad sliced peaches iced tea

What nutrient is missing from Mrs. Thomas' diet:

- c
- a. calcium
 - b. protein
 - c. vitamin C
 - d. vitamin D

69. In which food group would you place pancakes:

- a
- a. bread and cereal group
 - b. meat group
 - c. milk group
 - d. vegetable and fruit group

70. Refer to the following menu to answer this question. Mrs. Thomas, who is 47 years old, ate the following food in one day.

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
corn flakes milk toast - jelly coffee	roast beef potatoes - gravy carrot coins chocolate cake milk	ham sandwich bean salad sliced peaches iced tea

How many servings of milk are recommended for Mrs. Thomas each day:

- b
- a. 1
 - b. 2
 - c. 3
 - d. 4

71. How should rice be prepared to make sure that it retains its nutrient value:

- a
- a. cooked without washing
 - b. blanched
 - c. rinsed
 - d. washed

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72. In which food group do potatoes belong:
- a. bread and cereal group
 - b. meat group
 - c. milk group
 - d. vegetable and fruit group
73. How should vegetables be cooked to ensure the best quality:
- a. in a large amount of water
 - b. in large batches
 - c. no longer than necessary to achieve the desired texture
 - d. the previous day
74. Which method of preparing potatoes causes them to lose the greatest amount of nutrients:
- a. baking potatoes
 - b. dicing and boiling potatoes
 - c. french frying potatoes
 - d. slicing au gratin potatoes
75. What affects the nutritional quality of cooked vegetables the most:
- a. the amount of water in which they are cooked
 - b. the length of time they are cooked
 - c. the pan size
 - d. the size of the cooking batch
76. What must a new dish equal if it is to be a medically acceptable substitute for an old dish in a health care facility's menu:
- a. the old dish's aesthetic value
 - b. the old dish's cost
 - c. the old dish's nutritional value
 - d. the old dish's preparation time

D. DIET THERAPY

77. If you need three cans of sliced peaches for lunch but find only one in the storeroom, what may you substitute for them:
- a. butterscotch pudding
 - b. chocolate cake
 - c. peanut butter cookies
 - d. pear halves

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78. Mrs. Green, a diabetic, was served water-packed peaches, but she does not like peaches and asks for another dessert. What can she be served that will take the place of the peaches:
- a. angel food cake, plain
 - b. chocolate pudding
 - c. fresh apple
 - d. syrup-packed fruit cocktail
79. What precaution against contamination must you take when preparing a tube feeding:
- a. avoid straining the formula
 - b. label the container with only the patient's name and room number
 - c. make at least a two-day supply
 - d. prepare no more than a one-day supply
80. What is the term for food that is blenderized for mechanical diets:
- a. chopped
 - b. ground
 - c. mashed
 - d. pureed
81. What is the term for food that is prepared for modified diets:
- a. carbohydrate free food
 - b. diabetic food
 - c. dietetic food
 - d. fat-free food
82. How can a food production worker find out the proper foods to be used on a modified diet:
- a. ask a co-worker
 - b. ask a supervisor
 - c. look in the diet manual
 - d. look in the policy and procedures manual
83. Which of the following foods could be served to a patient on a diabetic diet:
- a. baked chicken
 - b. breaded veal cutlet
 - c. chicken fried steak
 - d. deep fat fried shrimp

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84. Which seasoning can be served on vegetables prepared for a patient on a diabetic diet:
- a. bacon grease
 - b. margarine
 - c. onion powder
 - d. sugar
85. What is an appropriate method for preparing eggs for an individual on a low fat diet:
- a. creamed
 - b. fried in margarine
 - c. scrambled in a spray coated pan
 - d. scrambled with butter
86. What is the best method of preparing meat for a person on a fat-restricted diet:
- a. baking
 - b. frying
 - c. sauteing
 - d. smothered in gravy
87. Which seasoning can be used in the preparation of foods for patients on sodium restricted diets:
- a. monosodium glutamate
 - b. onion salt
 - c. pepper
 - d. soy sauce
88. In which of the following items is cholesterol found:
- a. dried beans
 - b. margarine
 - c. whole milk
 - d. safflower oil
89. Ham, bacon, potato chips, and canned soups are foods that have a high:
- a. carbohydrate content
 - b. potassium content
 - c. protein content
 - d. sodium content

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E. RECEIVING, STORAGE, AND HANDLING

90. Which of the following fruits SHOULD NOT be refrigerated:
- a. apples
 - b. bananas
 - c. grapefruit
 - d. oranges
91. Which of the following items has the shortest refrigerator storage life:
- a. eggs
 - b. leftover chopped meat
 - c. milk
 - d. uncooked roast beef
92. How should an opened box of food be prepared for storage in a storeroom:
- a. its card board flaps should be folded together
 - b. its card board flaps should be cut off
 - c. its card board flaps should be fastened with a string
 - d. its card board flaps should be closed together with masking tape
93. Where should raw or thawing foods be stored in the refrigerator:
- a. in the warmest area
 - b. on bottom racks
 - c. on top racks
 - d. on uncovered racks
94. Identify the type of container or covering that food items should NOT be stored in:
- a. plastic containers
 - b. plastic garbage can liners
 - c. stainless steel pans
 - d. the original container
95. Except for potatoes and other root vegetables, what is the longest period that fresh vegetables should be stored:
- a. 1-2 days
 - b. 3-5 days
 - c. 6-12 days
 - d. 13-18 days

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96. How many inches above the floor should storeroom shelving be placed:
- a. 1-2
 - b. 3-5
 - c. 6-12
 - d. 13-18
97. How should a box of food that has already been opened be closed if it is to keep out insects:
- a. with a rubber band
 - b. with electrical tape
 - c. with masking tape
 - d. with scotch tape
98. What should you do before signing a delivery slip for beef:
- a. count the number of boxes
 - b. refrigerate the beef
 - c. store the beef
 - d. weigh the beef
99. What type of food container allows light to affect food color and nutrients:
- a. cans
 - b. cardboard boxes
 - c. glass jars
 - d. paper bags
100. Why should all foods be dated upon delivery:
- a. so the first food delivered will be the first food used
 - b. so the first food delivered will be the last food used
 - c. so the last food delivered is stored properly
 - d. so the last food delivered will be the first food used
101. What should you do when receiving an order of fresh vegetables:
- a. check the delivery against current stock
 - b. check the quality of the vegetables
 - c. sign the invoice even if an item has not been delivered
 - d. weigh and count all the vegetables

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102. What kind of equipment does Title 19 require of all refrigerators and freezers used in health care facilities:
- a. a thermometer
b. glass doors
c. humidity control mechanisms
d. quick freezing units
103. To what does the term "FIFO" (first in, first out) refer:
- a. an accounting system
b. an economy of motion method
c. an inventory system
d. a personnel system
104. What temperatures should the food service unit's freezers maintain for proper food storage:
- a. -20 to -10°F
b. -10 to 0°F
c. 0 to 10°F
d. 10 to 32°F
105. How often should a food production worker check refrigerator and freezer temperatures:
- a. hourly
b. daily (by each shift)
c. weekly
d. bi-weekly
106. How should food production workers arrange food in a refrigerator to assure proper cooling:
- a. alphabetically
b. so that each food item is separated from its neighbors as well as from the walls of the refrigerator
c. so that similar foods are stacked together
d. so that the liquids are on the bottom shelf
107. At what temperature should a refrigerator that is used to store many foods be maintained:
- a. 30 to 35°F
b. 35 to 40°F
c. 40 to 45°F
d. 45 to 50°F

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108. What is the maximum period of time you should hold cooked vegetables if you wish to maintain their highest quality:
- a. 20 minutes
 - b. 25 minutes
 - c. 30 minutes
 - d. 45 minutes
109. Where should a thermometer be placed in a refrigerator or freezer:
- a. at the door
 - b. in the center of the unit
 - c. in the warmest area
 - d. where it is easiest to read
110. In what temperature range do bacteria multiply most rapidly:
- a. 30 to 70°F
 - b. 40 to 140°F
 - c. 50 to 175°F
 - d. 60 to 150°F
111. How should you handle a stock pot of gravy if you want it to cool quickly:
- a. let it cool in the stock pot, then refrigerate it
 - b. place the stock pot into the refrigerator immediately
 - c. place the gravy in shallow pans in the refrigerator
 - d. stir it frequently until it's temperature drops
112. Which of the following is an unsafe practice:
- a. grasp a knife by the handle
 - b. make sure your knife handle is wet before you use it
 - c. slice foods at a moderate speed
 - d. use a sharp knife
113. What is the term for the process that occurs when one food transfers harmful micro-organisms to a non-food surface, and that surface transfers the harmful micro-organisms to a second food:
- a. contamination
 - b. cross contamination
 - c. intoxication
 - d. transferral

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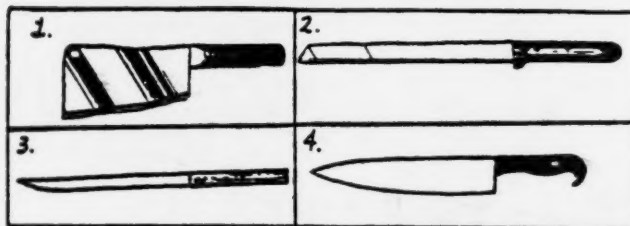
114. What temperature should all of the hot liquids prepared in a food production unit reach BEFORE they are portioned out and moved from the unit:
- a. 140°F
 - b. 160°F
 - c. 185°F
 - d. 212°F
115. Within how many hours of delivery should fresh ground beef be used:
- a. 12 hours
 - b. 24 hours
 - c. 2 days (48 hours)
 - d. 3 days (72 hours)

F. EQUIPMENT

116. What safety practice should be followed before you walk away from a piece of equipment, even when you only leave for a few minutes:
- a. disassemble the machine
 - b. make sure the machine is operating properly
 - c. turn off the machine
 - d. unplug the machine
117. What method of meat tenderization requires the use of a hand meat tenderizer:
- a. chemical tenderization
 - b. enzymatic tenderization
 - c. mechanical tenderization
 - d. thermal tenderization
118. Which of the following is a safe equipment-handling practice when using a knife:
- a. slice all foods as rapidly as possible
 - b. place your knife in a rack when it is not in use
 - c. pick up your knife by it's blade
 - d. use a sharp knife to trim your callouses
119. What is the basic pan size for most standardized institutional recipes:
- a. 8x10 inches
 - b. 12x20 inches
 - c. 12x30 inches
 - d. 20x40 inches

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120. Refer to the following illustration of four knives used for food preparation to answer this question.



Which knife would you use to chop, mince, and dice:

- a. 1
- b. 2
- c. 3
- d. 4

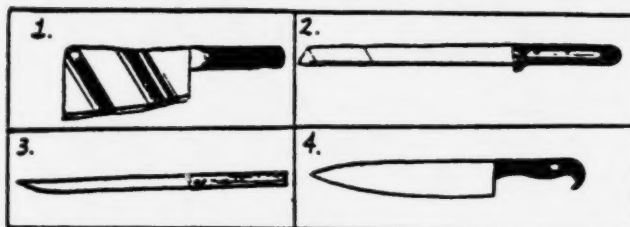
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121. The blades of some electric can openers may be removed for cleaning. What should you do if you are not sure how an electric can opener is cleaned:

- a. ask the housekeeping supervisor for help
- b. clean the can opener as well as possible without removing the blades
- c. read the manufacturer's directions
- d. try to disassemble the can opener

c

122. Refer to the following illustration of four knives used for food preparation to answer this question.



Which knife should be used to cut bones out of meat:

- a. 1
- b. 2
- c. 3
- d. 4

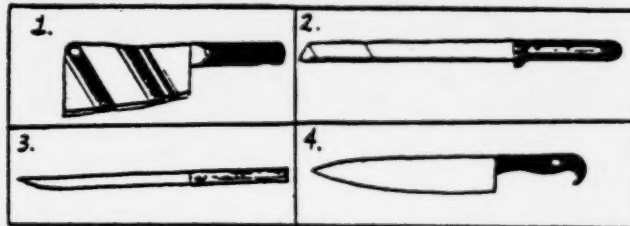
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123. Which beater should be used to prepare mashed potatoes with an electric mixer:

- a. cutter
- b. dough hook
- c. flat beater
- d. whip

124. Refer to the following illustration of four knives used for food preparation to answer this question.



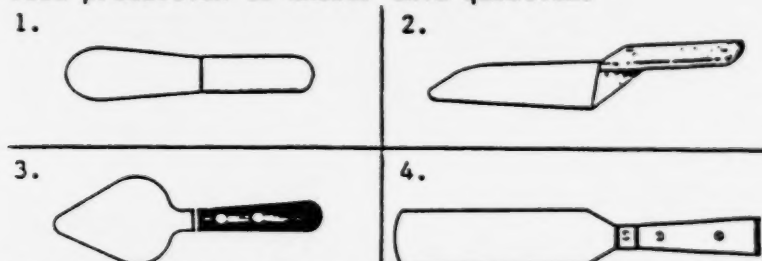
Which knife would be most appropriate for slicing ham:

- a. 1
- b. 2
- c. 3
- d. 4

125. Which is the proper attachment to use for general mixing:

- a. a dough hook
- b. a flat beater
- c. a pastry knife
- d. a wire whip

126. Refer to the following illustration of four spatulas used in food production to answer this question.



Which spatula would be most efficient for spreading sandwich fillings:

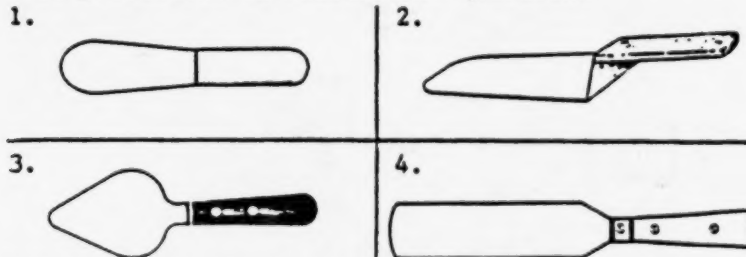
- a. 1
- b. 2
- c. 3
- d. 4

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127. Which agitator would be best for incorporating air into meringues and whipped toppings:

- a. dough hook
- b. flat beater
- c. pastry knife
- d. wire whip

128. Refer to the following illustration of four spatulas used in food production to answer this question.



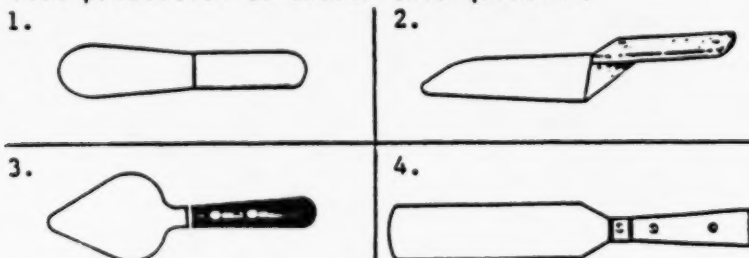
Which spatula should be used to turn foods on a grill:

- a. 1
- b. 2
- c. 3
- d. 4

129. How should a mixer bowl and its attachments be cleaned:

- a. they should be rinsed out and air dried
- b. they should be rinsed out and towel dried
- c. they should be washed in a strong bleach solution
- d. washed in the pot-and-pan sink

130. Refer to the following illustration of four spatulas used in food production to answer this question.



Which spatula should be used to serve cake or pie:

- a. 1
- b. 2
- c. 3
- d. 4

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131. How often should the beater shaft and the underside of a mixer head be cleaned:
- a. a. daily
 b. weekly
 c. bi-weekly
 d. monthly
132. Which type of scale would be most useful for weighing meat as it is delivered:
- b. a. a baker's scale
 b. a platform scale
 c. a portion scale
 d. a spring scale
133. What safety precaution should food production workers take when they leave a slicer:
- c. a. it should be completely disassembled
 b. it should be stored on a counter
 c. it should be unplugged
 d. it should be washed and covered
134. What safety practice should be followed to scrape down the sides of a mixer bowl:
- a. a. bring the mixer to a complete stop first
 b. only use rubber scrapers
 c. never use rubber utensils
 d. turn the mixer down to a slower speed first
135. What accident can cause serious injury when cleaning a slicer:
- c. a. allowing the parts to air dry
 b. sanitizing the blade
 c. turning the slicer on
 d. unplugging the slicer
136. Which electric mixer attachment should be used to mix bread:
- b. a. cutter
 b. dough hook
 c. flat beater
 d. whip

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137. What type of food or ingredient can be added safely, in small amounts, to an operating vertical cutting mixer:
- a. fat
 - b. fruit
 - c. meat
 - d. water
138. Which is the proper agitator to use when making biscuits with an electric mixer:
- a. a dough hook
 - b. a flat beater
 - c. a pastry knife
 - d. a wire whip
139. What safety practice is it necessary to follow when cleaning a vertical cutting mixer:
- a. close the inspection cover
 - b. leave the motor on
 - c. remove food residue from the blades
 - d. unplug it from the wall outlet first
140. What care should be given to the dietary department's mixers:
- a. they should be cleaned daily
 - b. they should be cleaned weekly
 - c. they should be cleaned with warm, clear water
 - d. they should be wiped gently with a soft cloth
141. What would cause a food chopper to cut food into irregular lengths or sizes:
- a. dull chopper blades
 - b. properly assembled parts
 - c. small chopper blades
 - d. too much food in the bowl
142. What safety precaution should be followed when using a slicer:
- a. never use it for slicing cheese
 - b. never use it for slicing rare roast beef
 - c. never use it with the knife guard
 - d. never use it without the knife guard

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143. Which safety practice should you follow when cleaning a food chopper:
- a. leave the blades connected to the chopper when you clean them
 - b. leave the motor running when you clean the food chopper
 - c. remove the blades from the chopper before you begin cleaning
 - d. soak the blade in water until ready to wash
144. What part of a slicer is most likely to injure a worker who is cleaning a slicer:
- a. the food holder
 - b. the knife blade
 - c. the knife guard
 - d. the meat carriage
145. What is the first step in the operation of a manual meat grinder:
- a. attach the grinder securely to a table or cabinet
 - b. attach the grinding plate
 - c. insert the auger
 - d. place meat in the opening
146. What general characteristic of work must a food production worker observe closely in order to work more efficiently:
- a. the speed of the work and the food involved
 - b. the speed of the work and the amount of food produced
 - c. the amount of food produced and the food involved
 - d. the amount of food produced and the temperature of the work
147. What should you do if steam escapes around the door of a compartment steamer while it is in use:
- a. ignore the problem
 - b. loosen the steamer door
 - c. place more food into the steamer
 - d. tighten the steamer door
148. Which safety practice is important to follow when cleaning a vertical cutting mixer:
- a. dry all it's parts with a towel
 - b. leave the machine plugged in
 - c. place the blade shaft in water while washing the other parts
 - d. wait until the blades have stopped before cleaning them

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149. Draining a steam jacketed kettle slowly will PREVENT those burns that can be caused by:
- a. overcooking
 - b. scorching
 - c. splattering
 - d. undercooking
150. What is an important safety rule to follow to operate a food chopper:
- a. close the lid before operating the chopper
 - b. place your hands under the cover while operating the chopper
 - c. remove the blade guide comb while operating the chopper
 - d. remove the cover while operating the chopper
151. What tool or substance should be used to clean a steam jacketed kettle:
- a. a long-handled brush
 - b. a rinsing agent and sponge
 - c. a short-handled brush
 - d. a steel wool pad
152. What safety rule may prevent cuts or other injuries when cleaning a food chopper:
- a. handle the blades with care
 - b. leave the blades attached to the machine
 - c. leave the machine plugged in
 - d. place the blades into wash water while you are cleaning the other parts
153. How long should a conventional oven be preheated:
- a. 5 minutes before use
 - b. 10 minutes before use
 - c. 15 minutes before use
 - d. 30 minutes before use
154. What should be used to push meat through a manual grinder:
- a. one's hand
 - b. a meat fork
 - c. a metal tamp
 - d. a wooden tamp

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155. What should a food service worker do to clean a conventional oven daily:
- a. brush out the oven's interior
 - b. polish the exterior with stainless steel polish
 - c. remove shelves and clean them with oven cleaner
 - d. use a spray oven cleaner in the oven cavity
156. What volume of food is normally cooked in a compartment steamer:
- a. large amounts of vegetables
 - b. medium sized amounts of vegetables
 - c. small batches of vegetables
 - d. nothing, compartment steamers are not used to cook vegetables
157. What kind of oven uses forced air to circulate it's heat:
- a. a conduction oven
 - b. a convection oven
 - c. a microwave oven
 - d. a rotary oven
158. Which part of a compartment steamer is NOT routinely cleaned:
- a. the drain valve
 - b. the gasket
 - c. the inside
 - d. the outside
159. If the temperature recommended for baking muffins in a conventional oven is 400°F, at what temperature would you set the thermostat to bake them in a convection oven:
- a. 325°F
 - b. 350-375°F
 - c. 400°F
 - d. 425-450°F
160. What is the maximum amount of food or water that should be placed in a steam jacketed kettle:
- a. 1/4 of the total capacity
 - b. 1/3 of the total capacity
 - d. 1/2 of the total capacity
 - d. 3/4 of the total capacity

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161. At least how long should a convection oven be preheated before use:
- a. 5 minutes
 - b. 10 minutes
 - c. 15 minutes
 - d. 30 minutes
162. What should be the first step in cleaning a steam jacketed kettle:
- a. allow the kettle to cool
 - b. flush the kettle
 - c. open the drain
 - d. turn off the steam
163. How often should the spills be scraped and brushed out of a convection oven:
- a. daily
 - b. twice a week
 - c. weekly
 - d. monthly
164. How should pans be placed when you are loading them into an oven:
- a. 2" from each other
 - b. 8" from wall
 - c. to the left side of the oven
 - d. touching each other
165. Which food may be prepared on the burner grid of a range:
- a. baked chicken
 - b. biscuits
 - c. muffins
 - d. pan fried fish
166. What is the best oven in which to make small batches of cookies:
- a. convection oven
 - b. conventional oven
 - c. microwave oven
 - d. rotary oven

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167. What is the best method to use to prevent rust on a hot top range:
- a. a. apply a light coat of salad oil to it
 - b. apply a thick coat of paraffin to it
 - c. dry it thoroughly after each use
 - d. rub it with lard after each use
168. How often should a spray cleaner be used to clean the oven:
- a. after each use
 - b. daily
 - c. weekly
 - d. monthly
169. What is the maximum temperature a food production worker should allow the fat in a deep fat fryer to reach:
- a. 212°F
 - b. 250°F
 - c. 350°F
 - d. 400°F
170. What is the term for an oven that uses hot, moving air to cook food by moving masses of air:
- a. a conduction oven
 - b. a convection oven
 - c. a friction oven
 - d. a radiation oven
171. At what temperature should you set the thermostat to melt fat in a deep fat fryer:
- a. 200°F
 - b. 250°F
 - c. 300°F
 - d. 350°F
172. What should you do if you are going to cook a familiar recipe in a convection oven rather than in your conventional one:
- a. decrease the cooking temperature 25-50°F
 - b. leave the cooking temperature the same
 - c. increase the cooking temperature 10-25°F
 - d. increase the cooking temperature 50-75°F

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173. How should you handle or treat the leftover fat when you are cleaning an electric deep fat fryer:
- b. a. allow it to harden
 - b. filter it for re-use
 - c. replace it with new fat
 - d. use it as is
174. What method should be used to clean a convection oven once a week:
- c. a. brush out the inside of oven
 - b. scrape off the burned particles from inside of oven
 - c. use a spray oven cleaner inside the oven
 - d. wash the outside of the oven
175. What should be done with excess grease on a grill:
- c. a. leave it on the grill
 - b. scrape it into a grease can
 - c. scrape it into the grease trap
 - d. soak it up with paper towels
176. What food preparation equipment should be used to cook a stock pot full of chili:
- c. a. grill
 - b. oven
 - c. range
 - d. steam jacketed kettle
177. How should a grill be treated after it has been completely cleaned:
- c. a. allow it to air dry
 - b. rub it with a grill brick
 - c. season it with small amount of fat
 - d. wipe it with a damp towel
178. How often should spills on a range be cleaned:
- a. a. as they occur
 - b. daily
 - c. weekly
 - d. monthly

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179. What can you use to sanitize a manual meat grinder as you clean it:
- a. a chemical sanitizing agent
 - b. a clean rinse water of 150°F
 - c. a cool rinse water
 - d. a mild detergent solution
180. At what temperature should the thermostat of a deep fat fryer be set during idle periods:
- a. 200°F
 - b. 250°F
 - c. 300°F
 - d. 350°F
181. How far from the heat source should you place the meat if you are broiling a rare order of steak:
- a. 1-2"
 - b. 3-4"
 - c. 4-5"
 - d. 5 or more inches
182. What is the maximum amount that a food production worker should fill the deep fat fryer basket:
- a. 1/3
 - b. 1/2
 - c. 2/3
 - d. 3/4
183. How should the container that holds the fat in a deep fat fryer be cleaned:
- a. it should be completely towel dried
 - b. it should be removed and washed in the pot and pan sink
 - c. it should be rinsed out and replaced in the unit
 - d. it should be washed while in the fryer unit
184. What is the record of the total number of meals served each day called:
- a. a meal census
 - b. a meal tally
 - c. a menu census
 - d. a menu talley

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185. How should fat from a deep fat fryer be prepared for filtering:
- a. it should be allowed to solidify
 - b. it should be cooled but not solidified
 - c. it should be heated to 200°F
 - d. it should be heated to 400°F
186. To what temperature should a grill be preheated:
- a. 200°F
 - b. 350°F
 - c. 400°F
 - d. 450°F
187. What kind of equipment care is NOT required when you are cleaning a manual meat grinder:
- a. remove all of it's parts
 - b. sanitize it with water at 150°F
 - c. scrub it with a stiff bristled brush
 - d. wash it with a detergent solution
188. How should a food production worker care for the calrods of a broiler:
- a. wash them with soap and water
 - b. wash them with warm water
 - c. brush them to remove soil
 - d. neither brush nor wash them
189. How many inches from the heat source should meat being broiled 'medium' be placed:
- a. 1-2
 - b. 3-4
 - c. 4-5
 - d. 5 or more
190. Which statement best describes the care and cleaning of grease filters in hoods:
- a. they should be washed annually
 - b. they should be washed regularly
 - c. they should not be washed with soapy water
 - d. they seldom need cleaning

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G. PRODUCTION AND SERVICE

191. By what term is the daily count of meals served to patients called:
- a. a census
 - b. a count
 - c. a meal census
 - d. a meal count
192. How many cubic centimeters (cc's) equal one cup:
- a. 120
 - b. 240
 - c. 320
 - d. 480
193. What does the symbol "#" stand for:
- a. gallon
 - b. ounce
 - c. peck
 - d. pound
194. How many cup(s) equal twelve ounces:
- a. $\frac{3}{4}$
 - b. 1
 - c. $1 \frac{1}{2}$
 - d. 2
195. How many gallon(s) equal twelve quarts:
- a. 1
 - b. 2
 - c. 3
 - d. 4
196. If a recipe for 50 servings of date pudding calls for 1 pound 14 oz. brown sugar, how much brown sugar would be used for 100 servings:
- a. 1 lb. 7 oz.
 - b. 2 lb. 14 oz.
 - c. 3 lb. 12 oz.
 - d. 4 lb. 14 oz.

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197. If a recipe for 50 servings calls for $3 \frac{1}{3}$ cups milk, how much milk is needed for 150 servings:
- a. $6 \frac{2}{3}$ cups
 - b. 10 cups
 - c. 12 cups
 - d. $13 \frac{1}{3}$ cups
198. What does the term "AP" mean on a recipe:
- a. as prepared
 - b. as prescribed
 - c. as procured
 - d. as purchased
199. What does the term "EP" mean on a recipe:
- a. edible point
 - b. edible portion
 - c. end point
 - d. excessive portions
200. Approximately how many portions of green beans can be served from two number 10 cans:
- a. 25 portions
 - b. 50 portions
 - c. 60 portions
 - d. 70 portions
201. Approximately how many portions of green beans can be served from three number 10 cans:
- a. 25 portions
 - b. 50 portions
 - c. 75 portions
 - d. 85 portions
202. How many cup(s) are contained in an 8-ounce ladle:
- a. $\frac{1}{2}$
 - b. $\frac{3}{4}$
 - c. 1
 - d. $1 \frac{1}{2}$

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203. How many cup(s) are contained in a 6-ounce ladle:
- a. 1/2
 - b. 3/4
 - c. 1
 - d. 1 1/2
204. What is the appropriate serving utensil for stewed tomatoes:
- a. measuring spoon
 - b. perforated spoon
 - c. slotted spoon
 - d. solid spoon
205. What should a food production worker use to portion out foods in the food service unit:
- a. one's hands
 - b. utensils
 - c. utensils and hands
 - d. utensils or hands
206. Which is a proper procedure to use when preparing coffee:
- a. boil the coffee
 - b. estimate measurements
 - c. use proper grinds
 - d. use two coffee filters
207. What use is NOT recommended for reconstituted dry milk:
- a. use for cakes
 - b. use for drinking
 - c. use for puddings
 - d. use for soups
208. What is the proper technique to use when tasting food:
- a. reuse the tasting spoon for cooking
 - b. taste the food over the cooking container
 - c. use a bowl and two spoons
 - d. use the cooking utensil to taste from

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209. Which is a proper procedure for preparing or serving coffee:

- a. boil the coffee
- b. hold the coffee for long periods of time
- c. put hot water in the pot
- d. use the proper coffee grind

210. How could the efficiency of a food production worker making individual cheese sandwiches for fifty patients, one at a time, be improved:

- a. by moving one arm at a time
- b. by moving one hand at a time
- c. by using gravity
- d. by using repeat motions

211. What method of tasting food may contaminate a recipe:

- a. tasting the food away from the cooking area
- b. using a bowl and an extra spoon
- c. using a single service spoon
- d. using the stirring utensil

212. Refer to the following situation to answer this question...You are the breakfast cook in a small nursing home and are responsible for all food preparation for the breakfast meal. The menu is...

orange juice
oatmeal
scrambled eggs
bacon
buttered toast
milk
coffee

Which of the following would you prepare first:

- a. the bacon
- b. the toast
- c. the oatmeal
- d. the scrambled eggs

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213. Which of the following procedures may cause a food service worker measure water inaccurately:
- a. checking the level of the water against the markings on the measuring cup
 - b. holding the measuring cup up to eye level to check the level of the water
 - c. placing the measuring cup on a flat surface to check the water level
 - d. using a clear glass liquid measure to measure out the water
214. A garnish should be:
- a. edible
 - b. elaborate
 - c. expensive
 - d. the same color as the food
215. What is the best measure to use for measuring one cup of flour:
- a. one cup dry measure
 - b. one cup liquid measure
 - c. one quart dry measure
 - d. one quart liquid measure
216. Which of the following IS NOT a variety of lettuce:
- a. bibb
 - b. escarole
 - c. iceberg
 - d. romaine
217. Which of the following would NOT be an acceptable step in the procedure for opening a can:
- a. inspecting the opened can for metal shavings
 - b. leaving the lid partially attached
 - c. wiping off the can opener blade
 - d. wiping off the top of the can with a damp cloth
218. What is the correct proportion of ingredients for a roux:
- a. 4 oz. flour: 8 oz. shortening
 - b. 6 oz. flour: 4 oz. shortening
 - c. 8 oz. flour: 4 oz. shortening
 - d. 8 oz. flour: 8 oz. shortening

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219. What principle of motion economy is stirring an example of:
- a. moving hands in unison
 - b. repeat motions
 - c. use of gravity
 - d. use of rhythmic, continuous motion
220. Which of the following is a correct procedure to use when cooking fish:
- a. boil water when cooking shellfish
 - b. fry fish plain, without any coating
 - c. use high heat
 - d. use moderate heat
221. How can a food production worker be most efficient when making sandwiches:
- a. arrange the ingredients and equipment within the normal work range
 - b. do no advance preparation
 - c. gather the ingredients as you work
 - d. use a very large countertop
222. What is the fat outside of the muscle of a piece of meat called:
- a. covering
 - b. feathering
 - c. marbling
 - d. muscling
223. What form contains a time sequence for all production activities:
- a. production schedule
 - b. production sequence
 - c. time schedule
 - d. work schedule
224. How should you cook round steak:
- a. braise it
 - b. broil it
 - c. roast it
 - d. stew it

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225. What is an example of a garnish:
- a. a. chopped chives on soup
 - b. crackers served alongside of soup
 - c. gravy on an open-faced sandwich
 - d. potato salad served with a sandwich
226. What is a method of cooking that uses dry heat:
- b. a. braising
 - b. broiling
 - c. pan frying
 - d. steaming
227. Which of the following is a variety of lettuce used in salads:
- c. a. endive
 - b. escarole
 - c. iceberg
 - d. spinach
228. What internal temperature should poultry stuffing that is being cooked in a pan reach:
- c. a. 140°F
 - b. 155°F
 - c. 165°F
 - d. 185°F
229. What is a general principle of cooking that a food production worker uses to preserve the protein content of food:
- d. a. use high temperatures for long periods
 - b. use high temperatures for short times
 - c. use long periods of time
 - d. use low temperatures
230. What internal temperature should pork reach when it is cooked in a food service unit:
- c. a. 140°F
 - b. 160°F
 - c. 170°F
 - d. 185°F

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231. What function do eggs serve when they are used in a mayonnaise recipe:
- a. binding
 - b. clarifying
 - c. emulsifying
 - d. leavening
232. What can cause beef to shrink when you cook it in the dietary department ovens:
- a. excess potassium
 - b. high cooking temperatures
 - c. low cooking temperatures
 - d. short cooking time
233. What are you doing when you cook an egg in hot water without its shell:
- a. boiling it
 - b. broiling it
 - c. poaching it
 - d. steaming it
234. What internal temperature should medium done roast beef reach:
- a. 140°F
 - b. 160°F
 - c. 170°F
 - d. 190°F
235. Which of the following sauces contain eggs:
- a. brown
 - b. cream
 - c. Hollandaise
 - d. tomato
236. What method may be used to tenderize a cut of meat such as round steak:
- a. basting
 - b. broiling
 - c. pounding
 - d. roasting

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237. Which method of moist cooking should be used with cuts of meat like chuck roast:
- a. frying
 - b. grilling
 - c. broiling
 - d. stewing
238. What 'cut' of meat is a beef round an example of:
- a. consumer cut
 - b. institutional cut
 - c. primal cut
 - d. retail cut
239. What is the fat inside the muscle of meat called:
- a. covering
 - b. feathering
 - c. marbling
 - d. muscling
240. What is the acidic mixture that meat is soaked in to tenderize it or to enrich its flavor:
- a. a flavoring
 - b. a marinade
 - c. a seasoning
 - d. a spice
241. What is a method of meat cookery that uses dry heat:
- a. braising
 - b. pan frying
 - c. roasting
 - d. stewing
242. How much water should you use to cook one pound of pasta:
- a. 1 quart
 - b. 2 quarts
 - c. 1 gallon
 - d. 2 gallons
243. What internal temperature should poultry reach when it is cooked in the dietary unit:
- a. 140°F
 - b. 150°F
 - c. 165°F
 - d. 185°F

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244. What could cause yeast bread to turn out very crumbly:
- a. overbaking
 - b. poor mixing of dough
 - c. under-raised dough
 - d. weak flour
245. What micro-organisms are food production workers trying to kill when they cook pork to an internal temperature of 170°F:
- a. botulism
 - b. salmonella
 - c. staphylococcus
 - d. trichinae
246. Why are yeast breads kneaded:
- a. to develop the gliadin
 - b. to develop the glucose
 - c. to develop the gluten
 - d. to develop the flutenin
247. How can the shrinkage of beef be reduced:
- a. by increasing cooking temperatures
 - b. by increasing cooking time
 - c. by increasing the grade of beef
 - d. by reducing the cooking temperatures
248. What is the term for the enzymatic breakdown of sugar that produces carbon dioxide and alcohol when one makes yeast bread:
- a. fermentation
 - b. gluten
 - c. oxidizing
 - d. proofing
249. How well done is roast beef when it reaches an internal temperature of 160°F:
- a. rare
 - b. medium
 - c. well done
 - d. over cooked

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250. What does yeast act as when it is used in yeast breads:
- a. an antioxidant
 - b. an artificial flavor
 - c. a food additive
 - d. a leavening agent
251. Which of the following does NOT affect the tenderness of beef:
- a. the amount of connective tissue
 - b. the amount of fat
 - c. the amount of protein
 - d. the grade of meat
252. A peanut butter cookie is an example of a:
- a. drop cookie
 - b. molded cookie
 - c. pressed cookie
 - d. rolled cookie
253. How should meat be cooked to provide the best yield, taste and appearance:
- a. with high temperatures for a longer time
 - b. with high temperatures for a shorter time
 - c. with low temperature for a longer time
 - d. with medium temperature for any length of time
254. What is a major cause of meringue shrinkage:
- a. meringue does not touch the crust all around
 - b. the oven is too cool
 - c. too much cream of tartar is used
 - d. whites are under whipped
255. What is the ratio of rice to water that is used when cooking rice:
- a. 1/2 pound: 1 1/2 quart
 - b. 1 pound: 1 quart
 - c. 1 pound: 2 quarts
 - d. 2 pounds: 1 quart
256. Which is an example of a cake made without fat:
- a. angel food
 - b. cheesecake
 - c. chocolate
 - d. pound cake

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257. What could cause yeast bread to become too heavy for its volume:
- a. too little fat
 - b. too much fat
 - c. too little sugar
 - d. too much sugar
258. What could cause pie crusts to shrink excessively:
- a. too hot an oven
 - b. too little shortening
 - c. too little water
 - d. too much shortening
259. What is the protein portion of wheat that also forms the structural framework of baked products:
- a. gliadin
 - b. glucose
 - c. gluten
 - d. glutenin
260. What procedure do food production workers follow to help fruit to retain its shape through cooking:
- a. sugar is added after the fruit is cooked
 - b. sugar is added at the beginning of the cooking process
 - c. the fruit is cooked in its own juice
 - d. the fruit is cooked in water
261. What causes a bread product to rise:
- a. an antioxidant
 - b. a flavoring agent
 - c. a humectant
 - d. a leavening agent
262. What is the process of dipping fruits and vegetables briefly in hot water called:
- a. blanching
 - b. boiling
 - c. searing
 - d. stewing

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263. Which of the following is a leavening agent that might be used in a quick bread recipe:
- a. baking powder
 - b. cream of tartar
 - c. salt
 - d. yeast
264. What is the best way to maintain vegetables' color and nutritive value through cooking:
- a. add baking soda when cooking
 - b. cook in a large amount of water
 - c. cook in a small amount of water
 - d. cook with salt
265. Which of the following is produced from a batter rather than a dough:
- a. biscuit
 - b. cookie
 - c. muffin
 - d. yeast bread
266. What is the term that food service workers use for vegetables that are topped with margarine, crumbs and cheese, and are then browned:
- a. au gratin
 - b. scalloped
 - c. seasoned
 - d. souffled
267. Which of the following is produced from a dough rather than a batter:
- a. biscuit
 - b. cake
 - c. muffin
 - d. waffle
268. What is the best procedure for keeping nutrients in vegetables:
- a. cook them in a large amount of water
 - b. cut the vegetables into small pieces
 - c. leave the skins on the vegetables
 - d. peel the vegetables before cooking

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269. A sugar cookie is an example of a:
- a. bar cookie
 - b. drop cookie
 - c. pressed cookie
 - d. rolled cookie
270. Which food would be toughened if it were exposed to cooking temperatures that rose too high:
- a. broccoli
 - b. eggs
 - c. pastry
 - d. potatoes
271. What causes meringue to break down:
- a. insufficient sugar
 - b. low moisture content in the egg whites
 - c. low temperatures in the refrigerator
 - d. whites that are overwhipped
272. What would you be making if you were simmering meat, poultry, fish or vegetables in water to extract their flavor for soup:
- a. bouillon
 - b. broth
 - c. consommé
 - d. stock
273. What is an example of a cake made without fat:
- a. pound cake
 - b. spice cake
 - c. sponge cake
 - d. white cake
274. What is an example of a cream soup:
- a. bouillon
 - b. broth
 - c. consommé
 - d. puree
275. What is a common cause of tough pie crusts:
- a. too much flour
 - b. too much shortening
 - c. too slow an oven
 - d. undermixing

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276. What would you be doing if you were mixing fat into dry ingredients with a chopping motion:
- a. beating
 - b. chopping
 - c. cutting in
 - d. folding in
277. What is the indigestible plant fiber in fruit called:
- a. cells
 - b. cellulite
 - c. cellulose
 - d. cellophane
278. When should whole spices be added to food:
- a. about halfway in the cooking time
 - b. at the beginning of the cooking time
 - c. near the end of the cooking time
 - d. only after they have been crushed
279. What substance prevents the discoloration of fruit:
- a. antibrowning agent
 - b. antioxidant (such as ascorbic acid)
 - c. humectant
 - d. stabilizer
280. What is the term for working a food until it is soft and creamy:
- a. beating
 - b. creaming
 - c. folding in
 - d. mixing
281. How do food production workers peel soft fruits such as peaches or apricots:
- a. blanch them
 - b. steam them
 - c. tenderize them
 - d. use a vegetable peeler
282. What leavening agent is used in recipes with sour milk or with sweet milk that has been soured with vinegar:
- a. air
 - b. baking powder
 - c. baking soda
 - d. steam

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- d 283. When fruits are cooked for a long time, which nutrient is most likely to be destroyed:
- a. calcium
 - b. thiamin
 - c. vitamin A
 - d. vitamin C
- c 284. What is the process in which dough is divided into portions of uniform weight and shape:
- a. panning
 - b. portioning
 - c. scaling
 - d. weighing
- a 285. What will cause the broccoli you cook to change from a bright green to a faded, yellow-green:
- a. cooking it in a covered pan too long
 - b. high sugar content in the broccoli itself
 - c. rapid cooking
 - d. rapid evaporation of the liquid in the pan
- a 286. Which of the following should NOT be added to vegetables that are cooking in water:
- a. baking soda
 - b. pepper
 - c. salt
 - d. water softener
- d 287. Which method of cooking will maintain the flavor, appearance and nutritional value of fresh broccoli:
- a. boiling
 - b. frying
 - c. simmering
 - d. steaming
- a 288. What is the ideal age for bread that is used to make sandwiches:
- a. day old
 - b. more than two days old
 - c. two days old
 - d. very fresh

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289. What is the thick, heavy soup made from vegetables or meat called:
- a. a bisque
 - b. a chowder
 - c. a cream soup
 - d. a puree
290. Which of the following is an example of a clear soup:
- a. bisque
 - b. bouillon
 - c. chowder
 - d. puree
291. What is the term for the mixture composed of equal weights of fat and flour:
- a. cream
 - b. misture
 - c. paste
 - d. roux
292. Which food product requires you to cut fat into the dry ingredients:
- a. biscuits
 - b. muffins
 - c. peanut butter cookies
 - d. yeast bread
293. Where should seasonings be stored:
- a. in a cool place
 - b. in a damp place
 - c. in an open container
 - d. in a warm place
294. What would you be doing if you were vigorously lifting a mixture over and over to introduce air into it, or to smooth it:
- a. beating it
 - b. creaming it
 - c. mixing it
 - d. stirring it

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295. What is the process called in which milk is heated to a high temperature to destroy disease-producing bacteria:
- a. coagulation
 - b. homogenization
 - c. pasteurization
 - d. proteinization
296. What is the term for cooking food in small quantities, as needed, to reduce the food's holding time:
- a. batch cooking
 - b. batching
 - c. panning
 - d. scheduling
297. Why do food service personnel use shortening for frying instead of butter:
- a. it has a higher boiling point
 - b. it has a higher deterioration point
 - c. it has a higher melting point
 - d. it has a higher smoking point

H. WAREWASHING

298. How should you prepare flatware before washing:
- a. by rinsing
 - b. by sanitizing
 - c. by soaking
 - d. by sorting
299. How should flatware be washed:
- a. once in a flat rack
 - b. once in a flatware basket
 - c. twice in flat racks
 - d. twice, once in flat racks and once in flatware baskets
300. How should chipped china be handled:
- a. it should be discarded
 - b. it should be hand washed to prevent breakage
 - c. it should be handled with care to avoid further breakage
 - d. it should be used only in emergencies

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301. What is the term for a utensil that is free of disease-causing micro-organisms:
- a. clean
 - b. sanitary
 - c. sterilized
 - d. washed
302. Why should the dishwashing machine be run through a complete cycle before washing dishes:
- a. to check the temperature of the wash and rinse cycles
 - b. to insure that the machine has adequate detergent
 - c. to insure you look busy to your supervisor
 - d. to insure you know its operation thoroughly
303. What temperature should the wash cycle of a single-tank dishwashing machine reach:
- a. 100-120°F
 - b. 130-140°F
 - c. 150-160°F
 - d. 180-190°F
304. What temperature should the rinse cycle of a single-tank hot water dishwashing machine reach:
- a. 130-140°F
 - b. 150-160°F
 - c. 180-190°F
 - d. 212°F
305. How often should a deliming solution be used in a dishwashing machine:
- a. after each meal
 - b. daily
 - c. weekly
 - d. monthly
306. Where should glasses and cups be stored to prevent breakage:
- a. in cupboards with closed doors
 - b. in cupboards with open shelving
 - c. in dishwashing racks
 - d. in trays on the counter

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307. Imagine a three-compartment sink that is used for handwashing pots and pans in a food service unit where the work flow is from left to right. What are the three compartments used for, looking from left to right:
- a. prewash, wash, rinse
 - b. prewash, wash, sanitizing agent
 - c. wash, rinse, sanitizing agent
 - d. wash, sanitizing agent, rinse
308. Which of the following could cause food service workers to break dishes:
- a. organizing the dishwashing activities
 - b. racking the dishes
 - c. storing glasses in a rack
 - d. tapping the dishes on a trash can to remove their food scraps
309. What water temperature should a food service worker use to handwash dishes and utensils:
- a. 90-110°F
 - b. 110-120°F
 - c. 120-140°F
 - d. above 140°F
310. What is the term for checking to see if dishes are clean and free of visible soil:
- a. a bacterial count
 - b. a dishwashing evaluation
 - c. an employee check
 - d. a visual inspection
311. What is one means food service personnel can use to prevent dish breakage:
- a. stacking dishes too high
 - b. storing glasses inside of one another
 - c. using a rubber scraper to remove food scraps from dishes
 - d. working very rapidly when washing or handling dishes
312. What may cause stains in coffee cups:
- a. incorrect detergent in wash cycle
 - b. lack of rinsing agent
 - c. rinse temperatures less than 180°F
 - d. wash temperatures below 150°F

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313. What food service operation should be performed routinely to determine if dishes are being properly sanitized:
- a. personal hygiene inspection
 - b. checks on dishwashing procedures
 - c. employee training
 - d. visual inspections of dishes
314. What might cause water spots on glassware:
- a. lack of rinsing agent in the final rinse
 - b. too hot a temperature on the final rinse
 - c. too much rinsing agent in the final rinse
 - d. too much soap in dishwashing machine
315. What warewashing problem could be caused if clogged rinse jets prevented a dishwasher from thoroughly rinsing flatware, cups, glasses or dishes:
- a. food on flatware
 - b. soap film on dishes
 - c. stained coffee cups
 - d. water spots on glasses

I. HOUSEKEEPING AND PEST CONTROL

316. What is the poisonous material that is left on a surface when cleaning compounds or pesticides are are not used correctly:
- a. a cleaning ash
 - b. a non-toxic film
 - c. a non-toxic residue
 - d. a toxic residue
317. What should be done when you find fly specks or roach eggs in your storeroom:
- a. clean it up and forget it
 - b. ignore it
 - c. notify your supervisor
 - d. rearrange the storeroom
318. What is the proper procedure to use when working with cleaning compounds:
- a. allow compounds to remain on clean surfaces
 - b. mix varieties of cleaning compounds carefully
 - c. read labels and follow directions
 - d. store chemicals in re-cycled food containers

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319. What kind of container may be used to store broken lots of cleaning supplies after the containers have been cleaned and clearly marked:
- a. cottage cheese cartons
 - b. properly labeled detergent bottles
 - c. syrup containers
 - d. vinegar bottles
320. Where should cleaning supplies be stored:
- a. in a locked cabinet
 - b. near an outside exit
 - c. next to food
 - d. under the sink or the work tables in the food service unit
321. Which is NOT a safe procedure to use when working with cleaning compounds:
- a. follow the directions
 - b. label the containers prominently
 - c. mix different cleaning compounds
 - d. read the labels
322. Why do dietary departments AVOID the use of shelf paper:
- a. shelf paper is hard to change
 - b. shelf paper is expensive
 - c. shelf paper is the wrong color
 - d. shelf paper makes it harder to control cockroaches
323. Where should cleaning supplies be stored:
- a. close to food
 - b. in a separate storeroom or locked cabinet
 - c. next to food production equipment
 - d. uncovered on the back step
324. Which is a sanitation practice that will help control insects and rodents in the food service unit:
- a. allow water to stand
 - b. discard all spoiled food promptly
 - c. keep doors and windows open
 - d. keep garbage cans uncovered

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325. What pest problem is indicated if a black light inspection reveals greasy trails in the food service unit:
- a. ants
 - b. cockroaches
 - c. flies
 - d. rodents
326. How should a floor be mopped:
- a. with a back and forth motion
 - b. with a circular motion
 - c. with a figure-eight motion
 - d. with an up-and-down pumping motion
327. Which of the following would NOT be a sanitation practice that aids in the control of insects and rodents:
- a. discarding spoiled food immediately
 - b. leaving garbage cans uncovered
 - c. removing standing water
 - d. using a professional exterminator
328. Which of the following is a proper procedure to follow when using garbage cans:
- a. they should be covered tightly
 - b. they should be emptied daily
 - c. they should be stored in the storeroom
 - d. they should be stored outside of the kitchen
329. Which of the following steps is NOT required to clean a floor:
- a. pulling movable equipment away from walls
 - b. rinsing with a sanitizing agent
 - c. rinsing with warm water
 - d. scraping food off with a putty knife
330. Which of the following products could spread bacteria from person to person in a restroom used by food service personnel:
- a. cloth towels
 - b. handwashing soap
 - c. paper towels
 - d. toilet paper

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331. Which of the following procedures should be AVOIDED when storing wet mops:
- a. hanging them on a hook, head up
 - b. hanging them in the proper storage area
 - c. leaving them in the mop bucket, head down
 - d. wringing them out
332. What is the proper rinse for walls and woodwork:
- a. a strong sanitizing solution
 - b. a weak sanitizing solution
 - c. clean, warm water
 - d. hot water
333. What should you do with a garbage can after it has been cleaned:
- a. allow it to air dry while turned right side up
 - b. allow it to air dry while turned upside down
 - c. immediately line it with a plastic liner
 - d. wipe it dry with a sponge
334. What should a food service worker do with a bowl brush after it has been used to scour a toilet:
- a. place it in a detergent solution
 - b. place it in an antiseptic solution
 - c. rinse it in warm water
 - d. store it in a tightly closed container

UPDATING TEST ITEMS

The Food Production Worker test battery will need new and corrected test items from time to time. If you are a classroom instructor, we suggest that you examine the test items very closely to assure yourself that they match your curriculum, that they match the terminology, practice and equipment in your local food service workplaces, and that they match the speech and behavior patterns of your students. If the equipment, terminology, or practice should change in your local food service workplaces, you should write down the new test items those changes suggest. When you find an error in a written test item, and you may find some, you should write down your proposed correction. You may wish to forward these items to the Dietetic Support Personnel Advisory Committee item by item as they arise in your experience, or only at specific time intervals, once a year for example. If you are a short term adult training administrator, we suggest that you speak with your Dietetic Support Personnel instructor occasionally to keep abreast of potential test item changes. These actions will assure us that the items are adjusted to your local needs, and should provide us with the new or corrected items we will need to upgrade the test in the future.